

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative positions, the primary duties of which include the management of the financial operations of the department or the management of subordinate officers who oversee the divisions responsible for the law enforcement and administrative functions of the department. An employee of this class may be assigned as financial officer to oversee the accounting and budgeting functions, including payroll and purchasing, or be assigned to direct the law enforcement and administrative divisions of the department, including patrol, traffic, criminal investigation, and training. Employees of this class work with a high degree of independence, having their work directed and reviewed by the Police Chief. This class ranks immediately below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the police department in the absence of the Police Chief. Conducts inspections of the various services of the department, evaluates operations, and takes action to correct or improve problem areas. Reviews legislation to determine if changes in department policy or procedures are needed. Works with boards, agencies, unions, or other organized groups whose operations affect the work of the police department.

Evaluates manpower requirements and determines optimum officer deployment. Manages personnel recruitment and selection programs, interviews applicants, and makes recommendations on hiring. Investigates complaints against department personnel and investigates accidents involving department equipment and personnel.

Manages the accounting for money and assets of the department. Prepares revenue estimates; gathers information for and prepares the departmental operating budget. Reviews purchase requisitions and authorizes expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Prepares payroll records. Purchases or recommends the purchase of equipment and supplies.

Provides for and insures that accurate department records are maintained. Reviews incoming communications and takes appropriate action; writes letters in reply to requests or to address needs of the police service. Writes reports and prepares necessary records.

Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate department employees. Assigns work or duty areas and discusses work performance with subordinates. Maintains discipline.

Manages the law enforcement functions of the department by supervising subordinate officers who have responsibility for patrol operations, traffic control and accident investigation, and criminal investigation. Manages the training functions of the department by overseeing subordinate officers who direct this function. Manages the administration and communications operations of the department by supervising subordinate officers in charge of these divisions.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Captain.

AX	02-21-46
Rev	02-22-71
	03-12-91
	09-22-93
	06-15-94
	07-08-98
	01-19-05